

<b>10.</b>	<b>LIBRARY FACILITIES</b>	
<b>10.3.</b>	<b>Public Relations</b>	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

10.3.1. The Library maintains a program of public relations activities to promote community awareness of the Library's services and resources, to stimulate public interest in and usage of the Library, and to ensure that the Library's role in the community is perceived as a prominent one.

10.3.2. Library Board members and staff are encouraged to participate in community activities and to make public appearances as representatives of the Library. Staff members must obtain approval for such activity from the Chief Librarian; Board members should consult with the Board Chair.

**10.3.3. Media Relations**

10.3.3.1. The Library Board is the source of information for the media on matters under discussion, such as budget, service expansion or reduction, policy or personnel. The Chair usually speaks on behalf of the Board.

10.3.3.2. The Chief Librarian, or designate, may respond to requests for information about matters of established Board policy, service or procedure.

10.3.3.3. All media contacts to the staff will be cleared with the Chief Librarian, who will refer appropriate requests to the Board Chair or designate.

10.3.3.4. Media will be allowed to make recordings at the library when requested by the Library Board or staff.